

Approve Invoice

Scope

This section describes how to use SFA FMS to Approve an Invoice.

System References

N/A

Policy

N/A

Responsibility

SFA Financial Partner Manager.

Distribution

N/A

Ownership

N/A

Activity Preface

This activity is performed whenever the Financial Partners Manager needs to Approve an Invoice.

This procedure continues from:

Place an Invoice on Hold [PROG0009]

Approve Invoice Reports-SFA Financial Partner Manager

1. Once the invoice has been reviewed and determined payable, from the “Invoices (SFA FMS) window, click the row of the invoice that you need to approve. The blue box at the front of the row will indicate that that invoice has been selected.

The screenshot shows the 'Invoices (SFA FMS)' window. It features a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. On the right, there are fields for 'Batch Control Total' and 'Actual Total'. Below these is a table of invoices with columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amoi. The table contains four rows of data, with the second row selected. Below the table, there is a section for 'Amount Paid' showing 'USD' and '0.00'. To the right of this are fields for 'Holds' (0), 'Status' (Never Approved), 'Posted' (No), and 'Desc' (GA 235 Monthly Financial Report. Month: 9 Fiscal Year: 2000). At the bottom, there are buttons for 'Actions... 1', 'Holds', 'Payments', 'Match', 'Scheduled Payments', 'Overview', and 'Distributions'.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amoi
Credit Me	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
Standard	GA Instituti	100073	GA-SHOF	25-OCT-2000	235M092000	USD	2,153,030.
Standard	GA Instituti	100073	GA-SHOF	19-OCT-2000	235M072000	USD	2,214,731.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid: USD 0.00

Holds: 0
Status: Never Approved
Posted: No
Desc: GA 235 Monthly Financial Report. Month: 9 Fiscal Year: 2000

DistributionTotal: 2,153,030.80

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

2. Click the **Actions** button. The “Invoice Actions” window appears.

Invoice Actions

☐ Approve

☐ Approve Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Release Holds

Hold Name

Release Name

Release Reason

☐ Print Notice

Printer

Sender Name

Sender Title

Cancel **OK**

3. Click the **Approve** check box and click the **OK** button. The SFA FMS system will automatically conduct funds checking at this time. A “Note” window will appear to indicate whether any holds were either placed or released from the invoice. Therefore, if the invoice had no holds before the approval, the message “No holds placed or released” indicates that the invoice was approved.



4. Click the **OK** button on the “Note” window to continue. The “Invoices (SFA FMS) - #” window appears.

Invoices (SFA FMS)

Action Edit Query Go Folder Special Help

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Credit Memo	GA Institution	100073	GA-SHOF	19-OCT-2000	235M082000	USD	<215,263.5
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Standard	GA Institution	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid USD 0.00

Holds 0

Status Approved

Desc GA 235 Monthly Financial Report. Month: 9 Fiscal Year: 2000

DistributionTotal 2,153,030.80

Posted No

Actions... 1

Holds

Payments

Match

Scheduled Payments

Overview

Distributions

- Verify that the **Status** field has been updated to Approved.

Once the invoice is approved, an email notification is sent to the GA and the Financial Partner common mailbox indicating that the FFEL GA SOA Report is ready to be generated.

End of activity.

